Printing Labels on a Ricoh copier

**Instructions:**

1. Select **Print** and change the printer to the Ricoh copier. (**1**)
2. Click the **Preferences** button. (**2**)
3. Click the **Paper** tab. (**3**)
4. From the **Type:** pull down menu, select Labels. (**4**)
5. Click **OK**. (**5**)
6. Click **Print**. (**6**)

